

## Minutes

### Baraboo District Ambulance Commission

Baraboo EMS Administrative Offices

121 5<sup>th</sup> Street, Baraboo, Wisconsin

Wednesday,

February 26, 2020 at 7:00 PM

- in Attendance -

Commissioners: David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Tim Stone, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist and Karl Berna.

Others: Attorney Nicole Marklein, City of Baraboo Administrator Kennie Downing, Larson, Rago, Snow, Johnson, Fiebig, Koepp, Seefeld and other staff members.

### **Call to Order & Roll Call 7:00 pm**

1. Note compliance with the Open Meeting Law – acknowledged.
2. Adoption of agenda. Motion to approve agenda by Meier, 2<sup>nd</sup> by Petty. Motion carried by unanimous voice vote.
3. Approve Minutes of Commission Meeting on February 29, 2020. Motion to approve by Puttkamer, 2<sup>nd</sup> by Stieve. Motion carried by unanimous voice vote.

**Public Invited to Speak** - Any citizen has the right to speak on any item of business that is on the agenda for Commission action, if recognized by the presiding officer. None.

### **Reports**

- Legal Counsel Report – None.
- Treasurer's Report – Bringing recommendations from Ad Hoc Financial Committee to Commission. Financials show we have revenue but cash flow is still an issue.
- President's Report – Nothing at this time, but an update on Dahlke's meeting with the Mayor and Kennie Downing on February 4, 2020 will be given later in the meeting.
- Interim Chief's Report—Passwords and new login changes continue. FEMA AFG Grant, Medicare and State licensing are almost complete. Crew morale is better. New 574 ambulance is almost completed and ready for service. Crews will start familiarization soon. IT is an ongoing major issue; the more we look at it, the more problems we are finding with equipment, licensing and maintenance that were not done. Rago attended the FBI sponsored Active Shooter Seminar in Oshkosh. We will be incorporating lessons learned in these national incidents to craft our RTF training with BFD and BPD. BDAS staff trained with BFD on Ice Rescue. Three employees were nominated for the PAAW Star of Life Awards. They are Jess Seefeld, Rachel Willer and Steve Woodstock. Breakfast Ceremony will be held on 3/26/2020 at 0800, followed by meetings with legislators at the Capital in Madison.

Posted by: \_\_\_\_\_

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5<sup>th</sup> Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

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- Transition Committee – Chairman Turnquist reports they are still gathering information. There was discussion of RFP's on billing and a new ORG Chart. The committee will move forward with a list of priorities.

### **Consent Agenda**

Recommendations from the Finance Ad Hoc committee:

1. Approve check details and online payments for January 12 – February 15, 2020 in the amount of \$369,388.75.
2. Approve write offs of patient accounts and apply amount to not exceed \$378,378.35 – for 2019.
3. Approve year-end Fund Balance Resolution in preparation for 2019 Audit.
4. Transfer and consolidate small balances LGIP accounts into 2 larger balance accounts.

Motion to approve Ad Hoc Committee recommendations stated above as a slate by Meier, 2<sup>nd</sup> by Petty.  
No Discussion. Motion carried by unanimous voice vote.

### **New Business**

1. Discussion ensued in regard to approval of new Organizational Chart. Compared old Org Chart to New proposed Org Chart. New chart would define Management team as a group involving the Chief, HR and Financial Manager and have them report in their areas of expertise to the Commission. Have the Deputy Chief duties absorb Training management. Move the Billing Dept. under Finance Director. Question came up by Kierzek as to the staff's feedback. There was no feedback from staff - only presented to Captains level up. This new org chart is just a starting point. Adding an Ad Hoc Personnel Committee talked about. Informational IT needs to be outsourced. Search for new Chief by revamping job description. Possible fulltime HR. Possible Training Center dissolution. Turnquist suggests circulating new org chart to line staff, supported by Dahlke. Directed to pass on new org chart to line staff for their input of the new Org Chart. No action taken.
2. Discussion and possible action on providing Billing Services.
  - a. Pardeeville
  - b. Camp DouglasReported on information from phone calls with Pardeeville. Item Tabled.
3. Approve listing for sale of 575 through Wisconsin Surplus. Motion to approve sale of 575 on Wisconsin Surplus Auction Site by Stieve, 2<sup>nd</sup> by Turnquist. Voice vote. Amended to include Minimum of \$5000.00. Amendment accepted by Stieve and Turnquist. Motion carried by unanimous voice vote.

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4. Discussion and possible action on amended authorized amount to sell 574, which was listed on Wisconsin Surplus. Reported bid is above the Commission minimum. No action needed.
5. Approve Engagement Letter from Wegner CPAs. Mirrors previous Letter of Engagement from last year. Nicole has read through the letter and has no questions. Motion by Stieve to approve, 2<sup>nd</sup> by Meier. Motion carries by unanimous voice vote.
6. Discussion and possible action of IT proposals. Caleb gave report on proposals. We will continue investigation on current system to figure out what we have and what we need in regard IT services and will be reviewed by Transition Committee. Stieve will touch base with Sauk County IT Service. Caleb reported about the IT server failure. No Action taken, further investigation will continue.
7. Approve agreement with Baraboo School District for EMT Class. Old agreement was a handshake and MOU. Troy and Nicole worked on this contract. Last year's previous bills were paid in full. A Motion to approve contract and present to Baraboo School District for the EMT Class currently in session made by Petty, 2nd by Puttkamer. Motion carried by unanimous voice vote.

### **Closed Session:**

1. Upon proper motion and vote, the Commission will convene in closed session pursuant to Wis. Stat Sec 19.85(1)(f) for the purpose of preliminary consideration of specific personnel issues.
2. Upon proper motion and vote, the Commission will return to open session.
3. The Commission may take action regarding items discussed in closed session. Motion by Petty, 2nd by Puttkamer to in go into closed session with City Administrator in attendance. Roll Call vote was taken; David Dahlke-yes, Dave Kitkowski-yes, Heather Kierzek -yes, Robin Meier-no, Tim Stone-yes, Joel Petty-yes, Randy Puttkamer-yes, Tim Stieve-yes, Terry Turnquist-yes and Karl Berna-yes. Motion carried 9 to 1.

### **After Closed Session**

Motion was made by Kierzek, 2<sup>nd</sup> by Petty to direct the Transition Committee to create an RFP for an Interim Director for Baraboo District Ambulance Service. Motion carried by 9 to 1 voice vote Kierzek being the no vote.

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**Commissioner Comments & Future Agenda Items**

- Schedule Special Commission Meeting to review Billing RFPs received and recommendations from Transition Committee for March 11, 2020 at 7:00 pm.
- Proposed Organizational Chart added to scheduled Special Meeting on March 11, 2020.

Report given by City Administrator concerning RFP for private ambulance service for the City of Baraboo.

President Dahlke made comments on his meeting with the Mayor and City Administrator. They included, building site selection, add to all the Town Chairs to get Financials. Put a non-voting member of the Staff on the Commission (would require Bylaw change.) Explore debt collection agency.

Treasure Meier made comment to move the meetings to LEC due to the size and attendance at the last few meetings.

Dave assigned John to schedule room at LEC.

Caleb asked question about what the Commission is seeking in regard to the Org Chart, add the Personnel Committee to the Org chart and the form they want the responses to come from the staff. Feedback by staff goes to Transition Committee.

Troy spoke to asking staff about the Org chart.

Much discussion ensued.

**Adjournment**

Motion to Adjourn by Meier, 2<sup>nd</sup> by Petty. Motion carried by unanimous voice vote.

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